

TAB

COM-11

A G E N D A

for the meeting of the  
SCIENTIFIC AND TECHNICAL PERSONNEL ADVISORY COMMITTEE

Thursday, 25 April 1963, 3:00 p.m.

Room 5-E-56, Hq.

Members may wish to have their alternates accompany them to this first meeting of the Scientific and Technical Personnel Advisory Committee since it will deal with a number of important organizational matters.

Principal agenda items are:

1. Organization of Committee

Discussion of the Committee's responsibilities and consideration of its organization, functions, and methods of operation.  
(TAB A contains background material on formation of Committee)

2. Scientific Pay System

Review of [redacted] and discussion of the pay system it establishes. (see TAB A)

3. Advisory Action

The policy implications of classifying non-supervisory scientific positions in a unit at the same grade level as that of the unit chief will be considered and the Committee will be asked to provide advice on three pending cases involving this problem.

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3 January 1963

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Proposed Regulation - Management of Specially Qualified Scientific Personnel

1. The attached regulation is submitted for your approval.

2. This proposed regulation establishes a scientific pay system for specially qualified scientific personnel in the Agency. In August 1947 the Congress first authorized the establishment of a scientific pay system for some of the major executive departments of the Government. Since that time, many other agencies have established special pay plans for scientific personnel, either under special authorization by Congress or under administrative authority. The pay range for such positions under the Postal Service and Federal Employees Salary Act of 1962 is established generally at not less than the minimum rate of GS-16 nor more than the highest rate of GS-18 (currently \$16,000 to \$20,000). The National Aeronautics and Space Administration, however, is authorized to pay up to \$21,000 for thirty positions. Agencies presently having such systems, and the number of positions covered are as follows:

Department of Agriculture	25
Atomic Energy Commission	77
Department of Commerce	30
Department of the Army	107
Department of the Air Force	121
Department of the Navy	131
Federal Aviation Agency	20
Department of Health, Education and Welfare	163
Department of Interior	8
National Aeronautics and Space Administration	430
National Science Foundation	86

3. The Atomic Energy Commission, the National Aeronautics and Space Administration, and the National Science Foundation establish positions and approve the qualifications of individuals for appointment to them under administrative authority. The other agencies establish positions administratively but are subject to control by the Civil Service Commission over qualifications determination. All of the agencies follow a system somewhat comparable to this proposed system for determining pay rates and for determining qualifications.

4. The proposed Scientific Pay Schedule for the Agency has the same pay range as that generally applicable elsewhere, i.e., the minimum rate of GS-16 to the highest rate of GS-18, currently \$16,000 to \$20,000.

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5. In the Agency more and more emphasis is being placed on scientific means of intelligence collection and on scientific intelligence. The Agency should have a scientific pay plan at least equal to those used in other agencies if it is to succeed in attracting and retaining the most highly qualified people for scientific programs.

6. A proposal by the Deputy Director (Research) for a Scientific and Technical Committee concerned with employment and career matters is now being coordinated. The attached regulation prescribes specific responsibilities for this committee for advising the Director of Personnel on problems relating to pay, qualifications, and attraction and retention of personnel. These responsibilities will provide for full appreciation and understanding of technical problems.

7. In order to ensure that there will be as little conflict as possible with other Agency positions at supergrade pay levels, it is proposed that this system should in the beginning be used very sparingly. After some experience with the system, it may appear desirable to increase coverage.

8. It is recommended that the proposed regulation, [redacted] entitled Management of Specially Qualified Scientific Personnel be approved.

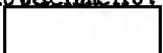
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Emmett D. Echols  
Director of Personnel

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Attachment:



(Proposed)

SUBJECT: Proposed Regulation - Management of Specially Qualified  
Scientific Personnel

CONCURRENCES:

General Counsel

Date

Comptroller

Date

Deputy Director (Intelligence)

Date

Deputy Director (Plans)

Date

Deputy Director (Research)

Date

Deputy Director (Support)

Date

The recommendation contained in paragraph 8 is approved.

Deputy Director of Central Intelligence

Date

Distribution:

O&I - D/Pers	1 - DD/I
1 - DCI	1 - DD/P
1 - DDCI	1 - DD/R
1 - ER	2 - DD/S
1 - General Counsel	1 - D/Pers Stayback
1 - Comptroller	2 - OP/SWD (w/h)

PERSONNEL

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## 24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

- a. POLICY. A personnel management and pay administration system is established herein for personnel assigned to selected scientific positions involving (a) the planning, organizing, directing, and coordinating of major scientific programs or (b) the planning and execution of productive research or consultation of a very high order in a specialized branch of a scientific field. Normally such personnel will be specialists in the sciences of mathematics, electronics, chemistry, engineering, or physics.
- b. DESIGNATION OF POSITIONS. Each scientific pay schedule position shall be designated on organizational staffing complements by the normal title and occupational code used for comparable General Schedule positions, with the prefix "SPS" (Scientific Pay Schedule) but excluding grade level, e.g., Physicist SPS-1310.04-00.
- c. PAY RATES. The pay range for individuals appointed or reassigned to, or promoted in positions under this Scientific Pay Schedule shall be from the minimum rate of GS-16 to the highest rate of GS-18. Step rates are as follows:

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
16,000	16,500	17,000	17,500	18,000	18,500	19,000	19,500	20,000

- d. ESTABLISHMENT OF CEILINGS FOR SCIENTIFIC PERSONNEL. The Director of Central Intelligence shall establish ceilings for SPS positions, within the overall Agency ceiling, prescribed in accordance with

for the Agency and for each major component to provide limitations on (1) the number of employees who may be paid at SPS rates and (2) the total salary of employees paid at SPS rates.

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(For example, under a ceiling of twenty employees and \$320,000 total salary, a component would be authorized to employ sixteen individuals at \$20,000 each or twenty individuals at \$16,000 each, or any other combination which would not exceed twenty employees and total salary of \$320,000). Any increase in the Agency ceiling for SPS positions either with respect to number of employees or maximum total salary shall require approval of the Director of Central Intelligence.

e. QUALIFICATION REQUIREMENTS FOR "SPS" POSITIONS

(1) Experience

(a) Individuals considered for Scientific Pay Schedule positions must show that they have had at least seven years of broad and significant experience in the major scientific field related to the position, e.g., physics, chemistry, electrical engineering. This experience may have been obtained in Government, private industry, academic institutions, professional societies, or organizations, and must have shown a comprehensive knowledge of the principles of the applicable major field and the ability to apply these principles in administering scientific programs or in conducting research or consultation.

(b) At least three years of the total experience must have demonstrated either (1) ability of a very high order to plan, organize, direct and coordinate research or other scientific programs of major importance; or (2)

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exceptional ability to plan and conduct research and

to produce analytical results of a very high order in

the specialized branch of the scientific field.

- (2) Nature of Experience. Experience may be obtained in private industry, in the academic world, in professional societies or organizations, etc. Factors which are considered are academic background, degrees, publications of the applicant, activities in professional societies, general reputation in the scientific field, and present salary.

f. APPOINTMENT, REASSIGNMENT AND PROMOTION

- (1) Appointment or reassignment to SPS positions or promotion of employees within the SPS range shall require approval by the Director of Central Intelligence.
- (2) There shall be no prescribed "time-in-grade" requirements for promotion within the SPS range.

g. RESPONSIBILITIES OF DEPUTY DIRECTORS. Deputy Directors shall:

- (1) Recommend to the Comptroller estimates of SPS personnel and aggregate pay authorizations required for their respective areas as a part of budget submissions, and when necessary recommend any revision thereto.
- (2) Within authorized limits, recommend to the Director of Personnel appointments and reassessments to, and promotions in scientific pay positions, with desired salary rates.
- (3) Take effective action to attract, motivate, and retain competent scientific personnel.
- (4) Conduct periodic utilization reviews to insure effective use of scientific personnel.

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## h. RESPONSIBILITIES OF THE DIRECTOR OF PERSONNEL. The Director of

Personnel shall:

- (1) Determine that proposals for SPS positions included in staffing complements (see [redacted]) are consistent with the mission and functions of an activity and require personnel with special scientific qualifications of a level embraced by the salary structure of the Scientific Pay Schedule.
- (2) In coordination with the appropriate Deputy Director, document and evaluate the qualifications of proposed appointees, transferees, and candidates for promotion and, when necessary, present findings for consideration and advice by the Committee on Scientific and Technical Personnel.
- (3) Determine appropriate individual pay rates, placing emphasis on the qualifications and capabilities of the individual, and scope and responsibility of duties to be performed.
- (4) Insure that ceilings and aggregate pay authorizations for personnel in scientific pay positions are not exceeded, and attach to every request forwarded to the Director of Central Intelligence for approval a certification to this effect.
- (5) Establish positions on staffing complements upon approval of individual actions.
- (6) Insure that effective measures are taken to attract, retain and motivate competent scientific personnel.
- (7) Recommend action on all appointments, reassignments, promotions, pay schedules, and individual pay rates of SPS personnel, for approval by the Director of Central Intelligence.

## i. RESPONSIBILITIES OF THE COMPTROLLER. The Comptroller shall:

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	Executive Secretary Scientific and Technical Personnel Advisory Committee	EXTENSION	NO.		
			DATE	OFFICER'S INITIALS	
TO: (Officer designation, room number, and building)		RECEIVED    FORWARDER	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
			Comments:		
	1. Deputy Director (Research) 3-E-14 Hdqs.			Attached is the Agenda for the Scientific and Technical Personnel Advisory Committee meeting to be held <u>25 April</u> at 3:00 p.m. in the office of the Director of Personnel, Room 5-E-56, Hdqs.	
	2.			<i>copy given</i>	
	3.			<i>to</i>	
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